

1 May 1958

F-1337

I. JOB SUMMARY:

Under the general direction of the Chief, Geography Division, and the Chief, Special Research Staff, incumbent serves as Deputy to the Staff Chief with responsibility for conducting current geographic and map intelligence coverage of Arctic and Latin American areas and participating in the research and report preparation activities of the Staff in respect to mapping and survey operations in Antarctic areas. The Special Research Staff produces estimates relative to Soviet mapping capabilities and mapping intelligence including the fields of geodesy, gravimetry, and cartography as they bear on the scope, programs, and capabilities of Soviet mapping; plans, directs, and reviews external research in mapping intelligence; provides current geographic and map intelligence coverage of the Arctic, Antarctic, and Latin American areas; advises and participates in interagency panels and committees on polar and mapping intelligence, including elements of the NSC and the Operations Coordinating Board; contributes mapping intelligence materials on the USSR, Arctic, Antarctic, and Latin American areas to various Agency intelligence publications; engages in inter-Agency coordination on the above subjects and areas; determines pertinent intelligence gaps and stimulates acquisition of intelligence to fill them.

II. DUTIES AND RESPONSIBILITIES:

As Deputy to the Staff Chief, incumbent discharges duties and responsibilities as follows:

A. Direction of Research:

1. Assists in the planning and organizing of continuous basic research programs on the Antarctic with respect to geographic activities conducted or planned by non-Soviet countries.
2. Assists in the planning and organization of current geographic and map intelligence coverage of the Western Hemisphere Arctic; acts for the Staff Chief in the coordination of Arctic research with the specific Soviet Arctic interests of the USSR Branch. Represents the Staff in meetings of the DD/I Soviet Arctic Committee.
3. Assumes major responsibility for planning and organizing a program of geographic and mapping intelligence coverage of Latin American countries, with emphasis on the development of specific research projects in fulfillment of ad hoc requirements.
4. Assists in the administration of the Staff.

B. Research and Intelligence Production:

1. Engages in comprehensive research and report production to provide current geographic and map intelligence coverage of Western Hemisphere Arctic, Antarctic, and Latin American areas, including the surveillance and reporting of scientific activities related to geographic

field research and mapping. As the sole Division expert working on these areas, incumbent undertakes long-range assignments of a continuing, general-purpose nature, and special projects serving specific, unique purposes of requestors. Such assignments may include research problems of the highest order of scope and difficulty and of new and unfamiliar types. Utilizing extensive training and experience, and wide latitude in the exercise of independent professional judgment, incumbent plans his work in accordance with project specifications and deadlines approved by the Division Chief. Working independently, incumbent develops and submits for the general and final review of the Staff Chief comprehensive technical studies of the highest order of difficulty reflecting highest professional standards of precision, relevance, and effectiveness of presentation. Incumbent employs expert professional competence in assembling, analyzing, evaluating, collating, organizing, and presenting geographic and map intelligence data in such categories as climatology, physiography, demography, ethnology, industrial topography, geodesy, hydrography, natural resources, agriculture, land utilization, urban layouts, political boundaries, transportation, communications networks, etc.

2. Prepares map and chart appraisals for inclusion in National Intelligence Surveys pertaining to countries of the Western Hemisphere. Such appraisals involve studies of the organization, programs, and capabilities of foreign geographic and mapping establishments, and analyses of the quality of available political, sociological, and economic maps. Advises Chief, Coordination Branch, on problems

encountered by that Branch in the review of appraisals submitted by other agencies.

3. Conducts special projects involving micro-analyses of foreign localities oriented toward geological, terrain, transportation, climate, industrial, etc. features; contributes studies of current geographical intelligence interest to OCI intelligence publications and the Geographic Intelligence Review, published by the Division for circulation within the intelligence community; and participates in Division-wide projects involving the analysis of geographical elements on a multi-regional basis.

4. Participates in the Staff coverage of foreign polar activities, including mapping programs and field research operations. As assigned, develops comprehensive studies of considerable difficulty reflecting highest professional standards pertinent to estimates of the nature, scope, capabilities, and implications of geographic and surveying and mapping efforts in the Antarctic. This involves analysis, evaluation, and presentation of reports based on all source data respecting methods, techniques, plans, programs, personnel, and operations pertinent to geographic, cartographic, and geodetic matters. Incumbent's work products are in the form of contributions to OBI, OCI, and ORR publications, or may carry the report numbers of another agency. With superior, incumbent participates in preparation of contributions to NIE's.

5. Contributes analyses to Staff estimates of the implications of concurrent Soviet North and South polar geographic and geodetic activities.

6. Programs and conducts continuing basic research (apart from formal projects) aimed at gathering and organizing geographic and map intelligence data to reflect changes and reduce gaps in geographic information so that basic data on which future projects can be built will be readily available. Contacts personnel within and without the Agency where joint projects call for collaborative effort of geographers concerned, exchanging information and seeking desired research materials. Consults with requesters to clarify specifications from a technical standpoint or to advise on the geography of Polar and Western Hemisphere areas.

7. Based on appraisal of geographic and map intelligence deficiencies in geographic areas of concern, contributes requirements through established channels, including the Foreign Map Procurement Program operated through the Department of State. Ascertains and defines gaps in the intelligence coverage for the guidance of intelligence collectors, and prepares reviews and evaluations of regularly received reports, periodicals, and other source materials.

8. Attends national and international conferences of professional bodies to maintain acquaintance with problems in the field of geographic interest, knowledge of sources available, and cognizance of current developments in the areas of interest. Included are joint Canadian-American conferences on the Arctic held in the Hudson Bay area, annual meetings of the Arctic Institute and Association of American Geographers in the U. S., various activities of the Pan American Institute of Geography and History, and foreign travel for the purpose of observing important geographic areas and establishments at first hand.

III GUIDANCE AND SUPERVISOR RECEIVED:

Incumbent receives very general policy direction and guidance from his superior to assure adherence to policy aims and Area standards for precision, relevance and effectiveness of presentation. Further guidance in administrative matters is obtained from current Agency, Office, Area, and Division, regulations, notices, directives, and practices, as well as precedents. As Deputy to the Chief with special responsibility for non-Soviet Antarctic, Western Hemisphere Arctic and Latin American areas, incumbent exercises wide latitude for independent judgement in matters of Staff policy and procedures and in assuming commitments affecting Staff plans, research programs, and project assignments, particularly when representing his superior in coordination and substantive conferences.

In the conduct of continuing basic research, the incumbent's work is subject only to general periodic review for relevancy to normal progressive modifications in Staff research planning, programming, and intelligence production, and for changes related to the scheduling of new production.

Incumbent exercises completely independent judgement in technical aspects and professional standards of precision in intelligence production, with final review by the Staff Chief being limited to relevancy, effectiveness of presentation, and timeliness.

Incumbent assumes a wide range of initiative in the formulation of intelligence collection requirements and advising the Staff Chief on gaps in basic and current intelligence. Guidance by the Staff Chief occurs

in the form of interpretations of policy resulting in a refinement of needs required by changes in intelligence objectives, concepts, and developments.

Incumbent shares in supervision of the clerical support activities of one position and furnishes team leadership to varying numbers of geographers when Staff projects involve detailing of personnel from Branches to meet project deadlines.

IV. QUALIFICATION REQUIREMENTS:

V. EVALUATION STATEMENT:

This GS-13 position is distinguished from a GS-12 position in comparable work by (1) added responsibilities as a Deputy to the Staff Chief, GS-14, including sharing in Staff program planning and policy matters related to the specific fields of responsibility, coordination of policies and programs with inter-agency groups and committees, and administration of the Staff; (2) a broader range of more responsible contacts and consultations within and without the Office and Agency; (3) more demanding research assignments; (4) higher qualification requirements; and (5) broader area responsibilities. At the GS-14 level, Geographers usually have continuing supervisory and administrative responsibilities over a Branch or Staff.